

December 13, 1999

TO: Potential Respondents

FROM: Jim Gunn, Department of Retirement Systems
RFP Coordinator

SUBJECT: Addendum #2: Responses to Additional Questions

Enclosed is Addendum #2 to the RFP for Backfile Conversion.

No changes to the RFP schedule or deadline for proposal submission have been made. All questions or concerns regarding this RFP or Amendment must be addressed to:

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1. The revised Appendix D: Cost Worksheets itemize the hardware, software, professional services, and other DRS purchased/supplied, is this a Time and Materials proposal? What is the number of double sided pages of the 3,000,000 pages?

Answer: This is not a time and materials proposal. Vendors are to submit a cost per scanned page to produce color images, and to produce black and white images, and to produce OCR for images. Itemized line item costs are required to allow DRS to identify the costs associated with any change in requirements (see section 7.1)

The 3,000,000 scanned image page count includes duplex where necessary. An estimated 25% of physical pages will need duplex scanning.

2. Section 7.2, it states that in the cost worksheet that the vendor must supply list price and discount price. Under the revised Appendix D, there is no section for this information. Does the DRS still require the List and Discount price information?

Answer: Vendors should indicate if the prices supplied on Appendix D are list or discount.

3. Is the use of form recognition software required by DRS or can a more accurate solution be presented? If the recognition software is required, what is the percentages of form documents which have handwriting?

Answer: Recognition software would not be used to "read or capture data" but to "identify form type" for sub-folder indexing. Solutions other than recognition software would be considered. Vendors must clearly identify that the solution is "in lieu" of recognition software. If an alternate solution is proposed, DRS, at its sole discretion, will determine if the alternate meets DRS' needs.

4. Typically, this number of pages to imaged can be accomplished within a half the time specified. If the contractor completes the backfile, does the contractor need to remain on-site until the end of the contract period?

Answer: DRS estimated the number of pages to be imaged based on an estimate of the cost per page. If actual costs are lower than our estimate, more pages will be imaged. However, once the agreed-upon number of pages are completed, and all quality checks are complete, the vendor is free to leave. Should DRS secure additional funding and desire to image additional pages, a contract extension may be offered to the vendor.

5. Due to number of questions and the answers from Addendum #1, I formally request an extension to RFP 99-63 to better meet the requirements of DRS.

Answer: The deadline to respond to this RFP remains unchanged. To be considered responsive, proposals must be received by DRS no later than 4:30 p.m. on December 17, 1999.